



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 4.1.3	Subject: INMATE PERSONAL PROPERTY		
Reference: DOC Policy 4.1.3		Page 1 of 9 plus 2 attachments	
Effective Date: August 11, 1997		Revision Date: new effective date, February 1, 2007	
Signature / Title: /s/ Mike Mahoney / Warden			

I. PURPOSE:

To establish personal property possession limits for inmates. The intent is to permit inmates to possess only those items that do not disrupt the safe and orderly operation of the facility or endanger the safety and security of the public, staff, or other inmates.

II. DEFINITIONS:

Montana State Prison – For purposes of this procedure, includes the Montana State Prison, Montana Women’s Prison, and the regional and private facilities contracted to the Department of Corrections, to include the Crossroads Correctional Center, Cascade County Regional Prison, and Dawson County Correctional Facility.

Facility Administrator – The official, regardless of local title (administrator, warden, superintendent), who has the ultimate responsibility for managing and operating the facility.

Chief of Security – The staff person designated by the facility administrator to manage the facility’s security operation.

Property Committee – A committee comprised of the chief of security from each facility responsible for establishing a master list of personal property items that inmates will be allowed.

Personal Property – Inmate property items that are not issued by the facility and are permitted in accordance with facility policy and procedures.

Contraband – Property items found within the facility or in an inmate’s possession that are not approved or authorized by law, policy, procedure or rule.

Detailed Description – The description of a personal property item that includes specifics such as its color, make, model, serial number, general condition, size, and any other specific characteristics.

III. PROCEDURES:

A. General Requirements

1. Inmates are not allowed to give, trade, or sell their property items to, or receive property items from, other inmates.
2. Inmates may only possess or obtain personal property items through facility services or approved vendors. Other sources are prohibited.
3. It is the inmate’s responsibility to dispose of any unallowable items or items in excess of that allowed by current procedure. After the effective date of the relevant procedure, or expiration of a specific “grandfathering” term, items no longer allowed become contraband and are subject to seizure and processing as outlined in *MSP 3.1.17b, Contraband Control*. No mailed out items will be allowed back into a facility.

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The only personal property items that are not listed on the attached property list that inmates will be allowed to retain after the effective date of this procedure are televisions and stereos (with remote controls if applicable).

- An inmate who currently has official documentation in his property record as owning a solid colored 13" television and/or stereo appliance will be allowed to retain it up to February 1, 2008.
 - An inmate who currently has official documentation in his property record as owning a clear 13" television will be allowed to retain it up to February 1, 2009.
 - During the applicable grandfather term these large stereos and 13" televisions will not count against the storage capacity requirements in this procedure, and inmates may store them outside their storage container(s).
 - If the inmate is transferred to a facility that doesn't have outlets in the cells he will be required to dispose of his old television and/or stereo (and their remote controls) prior to the transfer. If the inmate wishes to mail them out to someone the mailing expense will be paid from IWF funds. As noted above these mailed out items will not be allowed back into a facility.
4. Documentation concerning the final disposition of any inmate personal property item must be forwarded to the designated property officer who will adjust the inmate(s) property records.
 5. Staff must always handle inmate property carefully to avoid damage.
 6. An inmate must contact the designated property officer to arrange for sending his television out for repair. The inmate is responsible for the all costs associated with the repair, including shipping, handling, insurance, packaging, and expenses related to the repair work.
 7. All facilities must place property limitations on inmates consistent with the property list and the inmates housing.
 8. Authorization of an item does not imply that it may not be prohibited at a later time, or that the inmate may retain the item if placed in another housing unit or facility.
 9. Property limits may be imposed on inmates as a requirement of an incentive-based program.
 10. Property may be limited or restricted as a sanction under the facility's disciplinary procedure.
 11. Property may be restricted for medical or psychiatric reasons as authorized by a qualified health care provider and approved by the facility administrator.
 12. Staff must process contraband in accordance with *MSP 3.1.17b, Contraband Control*.
 13. Staff must process the following items according to crime scene and physical evidence preservation policies:
 - a. Contraband items such as weapons, narcotics, and alcohol.
 - b. Property of deceased inmates whose death was unattended.
 - c. Property of escaped inmates.

The facility administrator or designee will decide whether to turn over the evidence to local law enforcement authorities for further investigation.

When contraband and the property items of an escaped inmate are no longer needed as evidence, investigative staff will dispose of them as contraband as outlined in *MSP 3.1.17b, Contraband Control*.

When the property items of deceased inmates are no longer needed as evidence, investigative staff will forward them to the designated property officer. The property officer will store them pending notification of next of kin and their final disposition, but

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in no case longer than 60 days. After 60 days the property officer will dispose of the items as contraband.

B. Inmate Intake at the Martz Diagnostic Intake Unit (MDIU)

1. Upon arrival at the MDIU, all items of personal property the initial admission inmate (one who is entering MSP for the first time, has been ordered to return to MSP after a previous release, is entering as an Interstate Compact Transfer, etc.) was transported with will be turned over to admissions staff.
2. The following are the only items of personal property authorized into MSP through the initial intake process:
 - a. Money (goes to accounting and is credited to their account).
 - b. Legal papers - current case only (retained by inmate).
 - c. Prescription eyeglasses - as allowed by medical (retained by inmate).
 - d. Address book – small (retained by inmate).
 - e. Ring - 1 - wedding - only if declared marital status is “married” and the value is declared as less than \$75.00 (retained by inmate).
 - f. Driver’s license (goes to Records file).
 - g. Social Security card (goes to Records file).
 - h. Photo ID card (goes to Records file).
 - i. Birth certificate (goes to Records file).
 - j. Family photos – 24 (retained by inmate).
3. Admissions staff must record all items of personal property brought with the inmate on an inventory form. The inmate must be present, and he and the staff member inventorying the personal property must sign the form. Copies of the signed form will be distributed as noted at the bottom of the form and to the MSP Property Officer.
4. Admissions staff will ask the inmate if he wants to mail the unallowable items to someone or have them disposed of. If the inmate chooses to mail them out the mailing fees will be paid by the facility or the IWF.
5. On a yearly basis MDIU admissions staff will send all Montana sheriff departments, the START facility, and the Missoula Assessment and Sanction Center a copy of the list of allowable property items that initial admission inmates are allowed to bring to MSP. This is done so their staff can inform the inmates that are going to MSP what items they will be allowed to retain and what items the inmate will need to dispose of.

C. Authorized Property/Inventory List (attachment A)

1. The Property Committee will draft a master list of allowable personal property items that includes all allowable items for each facility. Any item that isn’t listed will be considered contraband.
2. The Property Committee will establish standards for property design, appearance, purpose, and quantity.
3. The Property Committee will review the master property list annually and make recommendations for additions or deletions.
4. The facility administrators will review the list, make additions or deletions, and give final approval. A facility administrator may authorize additional property items for some inmates to effectively perform certain work assignments (refer to *attachment C* for the additional clothing items and conditions for MCE inmate workers).
5. The MSP Warden and Department Director (or designees) may make changes to the list on an emergency basis.

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6. The amount of inmate personal property, including legal papers, will not exceed the amount of property that can be stored in the facility's two approved inmate personal property containers. State issued items (parkas, shoes, medical items, spare clothing, etc.) are not part of this limit.
 - a. The primary container can be no larger than four cubic feet. Inmates will be required to utilize this container for storing all their personal property, unless they purchase a secondary container.
 - b. The secondary container can be no larger than two cubic feet, and may only be utilized for storing hobby items and legal papers, nothing else.
7. Most of the items on the list will be available through the facility canteen operation.
 - a. General population inmates are authorized to purchase a maximum of \$50.00 of canteen per week, excluding televisions, CD players, shoes, and CD's.
 - 1) Televisions and CD players as sold by canteen are a one-time purchase, however the property officer will authorize an inmate to purchase a replacement from canteen if:
 - The inmate submits his damaged television or CD player to the designated property officer.
 - The property officer receives documentation from staff that the inmates TV or CD player has been confiscated and disposed of, or the inmate has reported the item as stolen.
 - 2) The respective housing unit rules shall set forth the canteen spending limit for Maximum Security, detention, pre-hearing confinement, and MDIU inmates, not to exceed \$50.00 per week.
 - b. The Property Committee will develop a list of approved vendors from which inmates may purchase allowable items that aren't available from the facility canteen. Inmates may only use the vendor purchase procedures to purchase items for themselves.

D. Property Liability

1. Once an inmate has inspected, signed for and taken possession of his property items he may not make a liability claim for them.
2. If a determination is made through the grievance process, including the informal resolution process, that a staff member is responsible for the loss, destruction or damage of an inmate's property, the facility must reimburse the inmate in an amount not to exceed \$75 per item, with a maximum amount not to exceed a total of \$500 for all items.
3. If it is necessary for staff to process an inmate's property, the facility is only responsible for those items checked off on the Authorized Property/Inventory form prepared by staff.

E. Property Inventory Form

Whenever an inmate's property is taken by staff for storage or shipment, staff must inventory all items on an *Authorized Property/Inventory form (attachment A)*.

1. A copy of each completed inventory form must be provided to the inmate, be placed in the inmate's property file, and included with the stored or shipped property.
2. All the applicable information on the form must be completed.
3. Electronic items must be checked for proper operation with the inmate present if possible. If the inmate isn't present (due to his placement in pre-hearing confinement, Infirmary, etc.) another staff member must be present and will sign as a witness to the item's operational condition.

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F. Contract Placement Transfers between Facilities

When an inmate is transferred from one facility to another the following procedures will be followed:

1. Sending Facility Staff Will:
 - a. Remove all contraband items and process them as outlined in *MSP 3.1.17b, Contraband Control*.
 - b. Check off the property items on an Authorized Property/Inventory form as each item is placed/packed in a shipping container.
 - c. Pack the items according to the shipping agent standards and seal the container(s).
 - d. Send the container(s) of allowable items to the receiving facility. If the container(s) aren't sent on transport vehicle(s) through prior arrangement they will be shipped (UPS, Fed Ex, USPS, etc.) at the expense of the Inmate Welfare Fund.
 - e. Maintain the container(s) in a secure storage area pending its final disposition.
2. Receiving Facility Staff Will:
 - a. Take custody of all incoming property containers and maintain the container(s) in a secure storage area pending final disposition. At no time will inmates be allowed to directly accept transferred property.
 - b. Inspect and check the items in the container(s) against what is listed on the shipping inventory in the inmate's presence. If staff find discrepancies (items listed that aren't there, items that aren't in the condition listed, etc.) they must prepare a detailed report describing the missing items and unlisted damages.
 - c. Ask the inmate if all items are present and in good condition.
 - 1) If the inmate verifies everything is present and in good condition, he will sign a receipt and take possession of the property.
 - 2) If the inmate claims items are missing or damaged, staff must prepare a detailed report describing the inmate's claims about which items are missing or damaged, and whether or not the staff's findings substantiate the inmate's claims.
 - a) If staff's findings substantiate the inmate's claims, they will initiate corrective measures. The inmate will be allowed to take the items that are listed and present that he is not disputing to his living quarters. Damaged items will be retained by staff until the corrective measures are implemented, at which time they will be disposed of.
 - b) If staff's findings don't substantiate the inmate's claims, they will inform the inmate that he should file a grievance to resolve the issue. The inmate will be allowed to take the items that are listed and present that he is not disputing to his living quarters. Items in dispute will be retained by staff until the grievance is resolved. The incident report detailing the findings will be retained as evidence for the impending grievance.
 - 3) If a determination is made through the grievance process that facility staff are responsible for the claimed loss or damage, the facility must reimburse the inmate in an amount determined through the grievance process.
 - 4) An inmate may not file a grievance liability claim once he has inspected, signed for and taken possession of his property items.

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G. Storage

Facility staff will:

1. Maintain all stored inmate property in a secure restricted access storage area pending disposition. The storage area must be designed to protect stored items from damage due to weather, unauthorized access, tampering and theft. Funding for any off-site storage of property will come from the Inmate Welfare Fund.
2. Develop procedures to track and audit all inmate property that is placed in storage according to the inmate's name and identification number.
3. Assure that any inmate involved in the inventory and storage of property is under direct staff supervision at all times.
4. Test electronic property items and document their condition on the property inventory form whenever they are taken from the inmate for storage or transfer, and before they are returned to the inmate from storage or after a transfer. If possible this test will be done with the inmate present. If the inmate isn't present (due to his placement in pre-hearing confinement, Infirmary, etc.) another staff member must be present and will sign as a witness to the item's operational condition.

H. Daily Monitoring of Property

1. Staff must monitor the property levels of all inmates on a regular, reoccurring basis.
 - a. Staff will utilize an *Authorized Property/Inventory form (attachment A)*, as directed by their supervisor, whenever they are searching an inmate's property for compliance with this policy.
 - b. As it is the inmate's responsibility to dispose of any unallowable items, or items in excess of that allowed by current procedure, staff will process excess and unauthorized items as contraband as outlined in *MSP 3.1.17b, Contraband Control*.
 - c. If an inmate is present when staff are searching his cell and property for contraband, or when he is picking up his property from storage, and he hasn't disposed of contraband, including excessive items, they will be seized by staff and processed as outlined in *MSP 3.1.17b, Contraband Control*.
 - d. If an inmate is not present when staff are searching his cell and property for contraband, or gathering his property for storage, staff must place the allowable items in the storage container(s) in the following order:
 - 1) Legal papers and Hobby items (nothing else) in the small container.
 - 2) Religious items
 - 3) Eyewear (glasses and or sunglasses)
 - 4) Photo album and photos
 - 5) Personal mail
 - 6) Shoes and boots
 - 7) Socks
 - 8) Shorts
 - 9) T-Shirts
 - 10) Sweats
 - 11) Television
 - 12) Stereo
 - 13) Electric razor
 - 14) Other items that cannot be consumed
 - 15) All items that can be consumed

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The items that are left over after the storage containers are full will be considered contraband, seized by staff, and processed as outlined in *MSP 3.1.17b, Contraband Control*.

I. Processing Property for Moves Within the Facility

1. When an inmate is moved to a different general population housing unit/status he must collect and move his own property. Sending and receiving unit staff must search the inmate's property and remove, inventory, and store all contraband and unauthorized items. This is done to ensure contraband and excessive or unauthorized items don't get into the receiving unit.
 - a. Contraband items will be seized by staff, and processed as outlined in *MSP 3.1.17b, Contraband Control*.
 - b. Staff will hold the items that are unallowable in the new unit/status in a secure storage area and inform the inmate that they have 15 calendar days to have the items mailed out or picked up by family members. If the inmate hasn't disposed of the items in 15 calendar days staff will process them as contraband as outlined in *MSP 3.1.17b, Contraband Control*.
2. When an inmate is admitted to the Infirmary, placed in pre-hearing confinement (PHC) or detention, or leaves the facility on leave to custody (OLTC) or a hospital the sending unit staff must process his property for storage.
 - a. If possible, two staff will process the property and prepare an Authorized Property/Inventory form.
 - b. Contraband items will be removed and processed in accordance with *MSP 3.1.17b, Contraband Control*.
 - c. Open food containers and perishable items that pose a health hazard will be thrown away. The items will be checked off on the form and their disposal noted.
 - d. The remaining property items must be inventoried and moved to the Property Office before 0600 hours the next morning.
 - e. If the cell has a single occupant, or both occupants have been moved, the cell must be secured until staff can process the property. If a cellmate is available, staff may question him about which items aren't his, but under no circumstances will the cellmate be involved in processing the other inmate's property.
 - f. If the inmate is placed in PHC or detention:
 - 1) Unit staff must ensure the inmate receives the following facility issue items before the end of the shift:
 - Hair brush (1)
 - Toothbrush (1)
 - Soap (one ½ oz. bar)
 - Toothpaste (1)
 - Flex pen (1)
 - Stationery (per unit rules)
 If the inmate requests a spiritual book (bible, etc.) receiving unit staff will arrange for its delivery.
 - 2) Escort staff will wait until the inmate is fully processed into the receiving unit. If staff find items on an inmate that is being processed into PHC or detention that he isn't allowed to retain in PHC or detention, the escort staff will bring the unallowable items to the sending unit to be inventoried and stored with the rest of the inmates property items.

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- g. Once the inventory is complete sending unit staff must bring the property, with a copy of the completed *Authorized Property/Inventory form* attached, to the Property Office for storage.
 - h. If it is necessary for staff to process an inmate's property, the facility is only responsible for those items checked off on the *Authorized Property/Inventory form* prepared by staff. The inmate(s) must receive a copy of the form.
 - i. When an inmate returns from OLTC, unit staff or the inmate (using an *Offender Staff Request form*) will notify the Property Officer, so the officer can make arrangements for the inmate to receive the stored property items.
 - j. If the Director of Nursing determines an inmate who is admitted long term to the Infirmary or a hospital needs an item or items from his stored property he/she will consult with the Shift Commander and make arrangements with the property officer to get the authorized item(s) out of storage and to the inmate. The property officer will adjust the inventory form to show what items were taken from storage and delivered to the inmate.
3. When an inmate is receiving his property items from storage the designated property officer will offer him the opportunity to check them and sign a *Waiver of Liability Form (attachment B)*. The inmate must either:
- a. Sign that he has received, checked, and accepted all his property items. If the inmate checks this option he will be given his property to take with him to his living quarters.
 - b. Sign claiming certain items are damaged or missing. If the inmate checks this option the designated property officer will check the inmate's claims against what is present and what is checked off on the *Authorized Property/Inventory form*, and prepare an incident report detailing the findings. The facility is only responsible for those items checked off on the *Authorized Property / Inventory form*.
 - 1) If the property officer's findings substantiate the inmate's claims, the property officer will initiate corrective measures. The inmate will be allowed to take the items that are listed and present that he is not disputing to his living quarters. Damaged items will be retained at the Property Office until the corrective measures are implemented, at which time they will be disposed of.
 - 2) If the property officer's findings don't substantiate the inmate's claims the property officer will inform the inmate that he should file a grievance to resolve the issue. The inmate will be allowed to take the items that are checked off and present that he is not disputing to his living quarters. Items in dispute will be retained at the Property Office until the grievance is resolved. The incident report detailing the findings will be retained as evidence for the impending grievance.
 - c. If the inmate refuses to mark one of the options on the form, the designated property officer will inform him that the items will be considered abandoned and disposed of if he doesn't mark an option. If the inmate still refuses to sign, the designated property officer will document the refusal at the bottom of the form and send the abandoned items to the Disciplinary Hearings Investigator or designee to dispose of as outlined in *MSP 3.1.17b, Contraband Control*.

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J. Undeliverable Items

When an item an inmate has ordered from a vendor is received that does not meet procedure requirements, the designated property officer will send or deliver an undeliverable notice to the inmate that gives the inmate three options:

1. **Return to Sender** (inmate must enclose a completed Special Mailing Request with this response)
2. **Send to Third Party** (inmate must enclose a completed Special Mailing Request with this response)
3. **Dispose Of**

The inmate must complete the appropriate sections on the notice and send it back to the designated property officer within five working days.

If the completed form is not returned, or is received without one of the options selected, the designated property officer will return the item(s) to the vendor at the inmate's expense.

K. Release from Facility Custody

When an inmate is released from facility custody to parole, discharge, pre-release, or out of state transfer, staff from the sending unit shall search his living quarters, and any property he has boxed up, for contraband and facility issued items and remove them.

1. The facility issued items will be given to the appropriate department.
2. The contraband and any personal property items the inmate leaves behind will be disposed of.

IV. CLOSING:

Questions concerning this procedure should be directed to the facility administrator.

V. ATTACHMENTS:

Inmate Personal Property List

attachment A

Waiver of Liability Form (Personal Property)

attachment B

AUTHORIZED PROPERTY/INVENTORY

Inmate: _____ Name _____ ID Number _____ / / Date _____

Staff Names (print): _____

Property/Commissary Items	Authorized	Number in Possession	Condition (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Clothing & Footwear			
Boxer shorts – <i>male only</i> ; white	9 (any combo)		
Briefs – <i>male only</i> ; white			
Cap – baseball; cotton; blue	1		
Cap – stocking; blue	1		
Gloves – weight lifting; fingerless	1 pair		
Gloves – brown jersey cloth	1 pair		
Handkerchief – white	3		
Shirt – <i>male only</i> ; tee; white	9 combined		
Shirt – tee; white w/ black “sport” silkscreen on front left			
Shoe insole	2		
Shoelaces – black or white	1 pair		
Shoes – white only or black state issue Velcro	2 pair shoes <u>or</u> 1 pair shoes and 1 pair boots		
Shoes - workboot – 6” Canteen issue or state issue			
Shoes – shower	1 pair		
Shorts – gym; gray	2		
Socks – gray thermal or regular white	10 pair combined		
Sweat pants – gray; no pockets	2		
Sweatshirt – gray for males; female-burgundy	2 (no hood or pockets)		
Thermal bottom	2		
Thermal top	2		
MWP ONLY			
<i>Bathrobe</i>	1		
<i>Bra</i>	9		
<i>Female briefs</i>	9		
<i>Pajamas</i>	2 sets		
<i>Shirt – tee; gray</i>	9		

Electronic			
Alarm clock – digital; battery; clear (<i>no new sales</i>)	1		
Battery – AA or AAA	24 combined		
Battery – hearing aid	2		
Battery charger	1		
Calculator – GED	1		
Cord – headphone extension; 6 ft	1		
Ear buds – 3ft cord	1		
Game device – small; clear; handheld; battery	1		
Headphone – stereo; clear	1		
Headphone Splitter- 2-way	1		
Light – book reading; small; LED	1		
MP3 player – digital; clear	1		
MP3 player AC power adapter	1		
MP3 player screen protector sheets (3-pack)	1 pack		
MP3 player protector cover	1		
Radio – AM/FM; battery; clear; (<i>no new sales</i>)	1		
Radio – AM/FM; with clock & ear buds; plug-in; clear	1		
Razor – electric	1		
Razor head – electric replacement	1		
TV – 7” or 13”; flat panel/screen	1		
TV cable splitter – 2-way	1		
TV cable – coaxial; 6 foot maximum	1		
TV remote	1		
Three Prong Plug Adapter	1		
Voltage surge protector strip	1		
Watch band – unisex; Fast Wrap	1		
Watch battery	2		
Watch wrist band pin	1		
Watch – wrist; analog; unisex; colored or clear	1 only		
Watch – wrist; digital; unisex; colored or clear			

AUTHORIZED PROPERTY/INVENTORY

Inmate: _____ / _____ / _____
 Name ID Number Date

Staff Names (print): _____

Property/Commissary Items	Authorized	Number in Possession	Condition (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Hygiene & Health			
Acetaminophen – 2 count packet	10 packets		
Acne cream	1 tube		
Allergy tablets – antihistamine only	1 package		
Antacid – generic	1 package		
Antifungal crème – Tolnafatate; ½ oz tube	1 tube		
Anti-gas tablets – Gas-X	1 package		
Antiperspirant / deodorant– clear stick; no alcohol	2 any combination		
Aspirin – 2 count packet	10 packets		
Brush – hair	1		
Chapstick	1		
Clipper – fingernail; no file	1		
Clipper – toenail; no file	1		
Comb – small; plastic; black; 5" max	1		
Conditioner – clear container	1 bottle		
Cough drops – mentholypus	1 bag		
Dental floss – single use strip	10		
Denture adhesive	1 box		
Denture bath	1		
Denture cleaner	1 box		
Eyewear	Per HSR		
Eye drops – saline; optive;or systane	1 bottle		
Fiber tablets	1 bottle		
Foot powder	1 bottle		
Hair gel – male only	1 container		
Hair pick – afro; plastic; 2½ inch maximum	1		
Hair removal cream – male only; 6 ounce	1 tube		
Hair ties – 12 count packet	1		
Hemorrhoidal ointment	1 tube		
Hydrocortisone 1% ointment – 1 ounce tube	1		
Ibuprofen – 2 count packet	10 packets		
Lotion – bug	1 bottle		
Lotion – cocoa butter	1 bottle		
Lotion – skin care	1 bottle		
Magic Cream	1		
Mirror – shaving; acrylic; 6" x 4½"	1		
Mouthwash – non-alcohol	1		
Muscle rub	1 tube		
Nasal spray – Ocean	1 bottle		
Orajel - ¼ ounce	1		
Pepto Bismol – tablets	1 box		
Preparation H – suppositories	1 box		
Razor – disposable	5 each		
Relaxer kit – male only. 7.7oz relaxer crème; 2oz neutralizing shampoo; 2-.4oz conditioner; 2-.5 oz crème activator; wood spatula; plastic gloves	1 kit		
Shampoo – clear container	2 bottles – any combo		
Shaving cream – brushless; 7 ounce	1 tube		
Soap – Dove			
Soap – Ivory	2 bars – any combination		
Soap – Safeguard (deodorant)			
Soap dish – soft plastic	1		
Stool softener	1		
Sunblock – generic, 8 ounce bottle	1 bottle		
Toilet paper – 4 roll pack	1 package		
Toothbrush – flexible – 4 inch max	1		
Toothbrush holder (clear tube)	1		
Toothpaste – clear tube; fluoride or Sensodyne Max Strength	1		
Triple antibiotic ointment – 1 ounce tube	1		
Vitamin – glucosamine	1 bottle		
Vitamin – multiple	1 bottle		
Vitamin - leutine	1 bottle		
Zantac 75 – tablets	1 box		
MWP ONLY			
Blush – one quarter ounce max	1 – plastic container		
Calcium tablets	1 container		
Comb – 10" max	1		
Eye liner – one eighth ounce max	1 plastic tube		
Eye shadow – one quarter ounce max	1 – plastic container		
Emery board - ½X5" max	1 (no metal)		
Face scrub	1 four ounce tube		
Facial tissue	1 package		
Foundation – one fluid ounce max	1 container (no glass)		
Lipstick	1 plastic tube		
Midol	1-bottle		
Sanitary napkins – maxi / mini	1 package		
Tampons	2 package		
Tummy wrap – 6" wide; Velcro; elastic	1		
Tweezer – small plastic	1		

AUTHORIZED PROPERTY/INVENTORY

Inmate: _____ Name _____ ID Number _____ / / Date _____

Staff Names (print): _____

Property/Commissary Items	Authorized	Number in Possession	Condition (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Food & Beverage Items			
Beef stick	1 package		
Bread – wheat	1 loaf		
Bread – white			
Candy bag – Atomic Fire Balls	2 Bags any combination		
Candy bag – Jolly Rancher; assorted			
Candy bag – licorice mix			
Candy bag – M & M; plain			
Candy bag – Saltwater Taffy			
Candy bag – sugar-free			
Candy bar – Big Hunk	5 bars – any combination		
Candy bar – Hershey's			
Candy bar – Milky Way			
Candy bar – Salted Nut Roll			
Candy bar – Snickers			
Cheese – squeeze tube; cheddar	1		
Cheese – squeeze tube; jalapeno	1		
Chips –Doritos ; cool ranch	2 bags (any comb)		
Chips – Doritos; nacho cheese			
Chips – Frito's Chili Cheese			
Chips – plain			
Chips – tortilla, plain			
Cheese puffs - plain			
Rice cakes			
Cocoa / hot chocolate mix; 8 ounce bag	2		
Coffee – instant; decaffeinated	2 pouches – any combination		
Coffee – instant; regular			
Coffee creamer – liquid; packet	10		
Cookies – assorted	2 packages – any combination		
Cookies – chocolate chip			
Cookies – crème wafer; sugar free			
Cookies – fig bar			
Cookies – oatmeal raisin			
Cookies – sandwich			
Cracker – snack	1 box		
Crackers – saltine	1 box		
Drink Mix – fruit punch	1 pouch		
Drink Mix – Crystal Light – individual packets	1 box		
Drink Mix – Gatorade	1 package		
Drink Mix – lemonade	1 pouch		
Granola bar – assorted	8		
Honey – squeeze	1		
Honey Buns	6		
Jelly – grape; sugar free; packet	20 combined		
Jelly – strawberry; sugar free; packet			
Jerky – Tub Of; 5 ounce	1		
Ketchup – packet	10		
Margarine – packet	10		
Mayonnaise – packet	10		
Mustard – packet	10		
Nutra-Fit bar	7		
Nuts – mixed	1 package		
Nutty Bars	1 box		
Oatmeal – hot instant; assorted	1 box		
Peanuts – dry roasted	1 pouch		
Peanut butter – creamy; packet	20 combined		
Peanut butter – chunky; packet			
Pie – apple – 4 ounce	5		
Pie –cherry - 4 ounce	5		
Pop – 4 flavors; 20oz plastic bottle	8		
Pouch – chicken chunks	10 any combination		
Pouch – chili with beans; hot			
Pouch – refried beans; regular			
Pouch – chili with beans; regular			
Pouch – mac & cheese; microwave			
Pouch – tuna fish			
Pouch – beef stew	10 any combination		
Ramen – beef			
Ramen – chicken			
Ramen – chili			
Ramen – oriental			
Ramen – spicy vegetable			
Sausage – beef ; summer; six ounce	1		
Soup – tomato; 4.25oz. packet	1		
Sugar substitute	1 small box		
Sunflower seeds – without shells	1 package		
Tang mix– powder; orange	1 package		
Tea bags – caffeine free; 10-12 bags/box	1 box		
Tea mix – instant; decaffeinated	1 pouch		
Tea mix – instant; regular	1 pouch		
Tortilla – flour	1 package		
Trail mix	2 package		

AUTHORIZED PROPERTY/INVENTORY

Inmate: _____ Name _____ ID Number _____ / / Date _____

Staff Names (print): _____

Property/Commissary Items	Authorized	Number in Possession	Condition (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc...)
Writing / Mailing / Stationary			
Address book	1		
Box – plastic; tote; storage; 2 cubic ft. max	1		
Box – small mailing; 8"x8"x8" maximum	For mailing only. Must send out		
Card – birthday; sympathy; etc	5		
Envelope – pre-stamped; regular	15		
Envelope – large manila	3		
Envelope – regular	15		
File folder – plain manila paper; no pockets	10		
Mailing tube	Mail out only		
Notebook – cardboard cover; glued binding	1		
Paper – notebook	One 150 sheet pkg.		
Pen – clear; Bic; blue or black ink	2 – any combination		
Pencil - #2 lead	2		
Tablet – legal	Two 50 sheet		
Tablet – writing	Two 50 sheet		
Tape – picture	1		
Typing paper	One 100 sheet pkg.		

Miscellaneous / General Items			
Bowl – with lid	1		
Calendar – single page; generic	1		
Cards – pinochle	1 deck		
Cards – playing	1 deck		
Container – 4"x8"x3"; clear soft plastic; w/lid	2		
Cup – 16oz. clear plastic; non-insulated w/ lid	2		
Dish soap – clear container; 12.6 ounce	1 bottle		
Ear plugs	1 pair		
Laundry soap – packet; MSP & MWP only	5		
Legal papers – current case only			
Padlock – combination; security approved	1		
Photo album – 24 photograph capacity	1		
Photographs	24		
Photo coupon	5		
Plasticware – spork	2		
Ring – wedding	1		
Sewing kit – w/o scissors	1		
Snore guard – Work Re-entry Center only	1		
Typewriter ribbon cartridge	2		
Publications (books, mags, newspapers, etc)	15 (any combo)		
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		
	11.		
	12.		
	13.		
	14.		
	15.		

AUTHORIZED PROPERTY/INVENTORY

Inmate: _____ Name _____ ID Number _____ / / _____ Date _____

Staff Names (print): _____

Property/Religious Items	Authorized	Number in Possession	Condition (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc.)
Asatru / Odinst			
Thor's Hammer medallion w/ 24" chain (security approved)	1		
Rune cards (deck of runes)	1		
Religious publications (part of the 15 limit)			
Imitation raven's feather – 6" to 9" maximum length	1		
Buddhist			
Sutra (book) & religious publications (part of the 15 limit)			
Prayer Beads	1		
Buddha picture	1		
Buddha medallion w/ 24" chain (security approved)	1		
Islam			
Koran/Qu'ran (book) & religious publications (part of the 15 limit)			
Prayer rug	1 – 20"x40"		
Kufi (skull cap) solid white or cream color	1		
Sufi or sunni medallion w/ 24" chain (security approved)	1		
Prayer beads – 33 beads in length	1		
Judaism			
<u>Yarmulke (skull cap), (Kippah)</u>	1		
Torah, Siddur (scriptures) & religious publications (part of the 15 limit)			
Prayer shawl (Tallis)	1		
Prayer garment (Tzitzit) – white fringed undershirt with blue border.	1		
Phylacteries (Tefillim) – leather boxes worn on the forehead and right arm.	1		
Star of David medallion w/ 24" chain (security approved)	1		
Native American			
Sage – clear bag	1 – cup		
Sweetgrass braid	1 – 12" long		
Cedar – clear bag	1 – cup		
Juniper – clear bag	1 – cup		
Bitterroot – clear bag	1 – cup		
Osha root – clear bag	1 – cup		
Leather pouch w/ 24" leather lanyard (plain; <i>no beading or adornments</i> *)	1 – 2½" x 2½"		*after March 1st 2013
Feathers (plain; <i>no beading or adornments</i> *)	One 4 feather fan or 4 single		*after March 1st 2013
Dream catcher (5" diam max; <i>may be beaded</i>) (security approved)	1		
Lavender – clear bag	1 – cup		
Protestant Denominations			
Bible & religious publications (part of the 15 limit)			
Cross medallion w/ 24" chain	1		
Roman Catholic			
Bible & religious publications (part of the 15 limit)			
Rosary (beads)	1		
Crucifix Cross medallion w/ 24" chain (security approved)	1		
Scapular (cloth patches worn under shirt)	1		
Devotional pictures	2 – 5" x 7"		
Wiccan			
Book of Shadows& religious publications (part of the 15 limit)			
Altar cloth – 18" x 18" max	1		
Icon picture – 5" x 7" max	1		
Tarot cards (no nudity)	1 deck		
Pentacle medallion w/ cord (security approved)	1		
Parchment posters - 8½" x 11"	3 any combo		
Sage – clear bag	1 – cup		
Cedar – clear bag	1 – cup		
Lavender - clear bag	1 – cup		

The MSP Religious Activities Coordinator in conjunction with the Security Major will address any concerns related to authorized religious items or religions not listed.

AUTHORIZED PROPERTY/INVENTORY

Inmate: _____ Name _____ ID Number _____ / / _____ Date _____

Staff Names (print): _____

Property/Hobby Items	Limits (maximum)/Description	Number in Possession	Condition (open, unopened, new, used, etc)
Art			
Art reference book	5 – included in the 15 authorized		
Art/drawing tablet	2 – tablets – 20" x 30" maximum – No Wire Binder		
Bridge	1 – plastic – 12"		
Canvas	2 – 24" x 36" maximum – pre-stretched		
Card stock	20 – sheets; 10" x 12" max		
Charcoal	12		
Compass	1 – plastic – 6" max		
Eraser	3		
French curves	3 – plastic		
Glue	1 – 16 oz. tube – nontoxic / nonflammable		
Graph paper	50 – sheets		
Paint (acrylic)	24 – two ounce container – no glass/no metal		
Paint (watercolor)	24 – two ounce container – no glass/no metal		
Paint brush	10 – 8" long max – wood handle only		
Paint pallet	1 – plastic		
Pastel chalk	24 –sticks (two 12 packs)		
Pencil	24 – colored and plain as approved by security		
Ruler	1 – plastic – 12" max		
Scissors	1 – 5" max length; 3" max blades w/ rounded tips; plastic handles		
Shader	6		
Sponge	2 – 4" x 6"		
Stencils/templates	2 – plastic or paper		
Storage container	1 – clear plastic – 6" x 12" x 2" max		
Tape	1 – roll; ½ inch wide; light brown masking		
Toolbox	1 – clear plastic only – 16" x 8" x 7" max		

AUTHORIZED PROPERTY/INVENTORY

Inmate: _____ Name _____ ID Number _____ / / Date _____

Staff Names (print): _____

Property/Hobby Items	Limits (maximum)/Description	Number in Possession	Condition (open, unopened, new, used, etc)
Beading			
Animal teeth & claws	8 – any combination		
Barrettes blank	10		
Bead board	1 – cloth		
Bead shell	50		
Beading book	5 – included in 15 authorized		
Beads	20 total – hanks, plastic bags, tubes		
Bees wax	1 - 1" x 1" maximum		
Buckle blank	3		
Choker bead	2 – packages – hair pipe, bone pipe		
Concho	12		
Dowel (for hair ties)	1 - ¼" diameter by 6" long – rubber only		
Ear wire	100		
Eraser	3		
Eye pin	100		
Feather	2 – 3" x 12" clear plastic packages		
Glue	1 – 16 oz. Tube –non-toxic / non-flammable		
Graph paper	50 – sheets		
Head pin	100		
Jump ring	100		
Key ring	25		
Lacing	1 – 50 foot spool – leather		
Leather belt end (pre-cut)	In-house orders		
Leather inlay kit	3 – small		
Leather scrap	1- one pound bag		
Loom – Plastic Only	1 – up to 25"		
Necklace clasp	100		
Needle threader	1		
Needle	5 – 3" maximum		
Pencil	24 – colored; as approved by security		
Pendant	3 – packages of 10		
Quill	2 – 2" x 3" clear plastic packages		
Ruler	1 – 6" or 12"; flexible plastic		
Scissors	1 – 5" max length; 3" max blades w/ rounded tips; plastic handles		
Storage box	3 – clear plastic – 6" x 12" x 2" max		
Tape	1 – roll; ½ inch wide; light brown masking		
Thread	4 – bobbins (spools)		
Toolbox	1 – clear plastic only – 16" x 8" x 7" max		
Tricone	20		

AUTHORIZED PROPERTY/INVENTORY

Inmate: _____ Name _____ ID Number _____ / / Date _____

Staff Names (print): _____

Property/Hobby Items	Limits (maximum)/Description	Number in Possession	Condition (open, unopened, new, used)
Horsehair			
Barrett blank	10 – aluminum or plastic only		
Bees wax	1 - 1" x 1" maximum		
Belt end	3 – pairs – leather		
Bolo slide blank	6		
Book – reference	5 – included in the 15 authorized		
Buckle kit	3		
Chicago screw	50		
Concho	12		
Dowel	7 – no longer than 8 inches. 1/8" & 3/16" diameter nylon or 1/4" to 3/8" diameter wood		
Ear wire	100		
Eraser	3		
Eye ring	20		
Glue	1 – 16 oz. Tube – non-toxic ; non flammable		
Headstall bit	1 – Security approved – Remain in Hobby Shop		
Headstall piece	1 – leather		
Hitching graph paper	20 – sheets		
Horsehair	3 – pounds – pre-dyed		
Inlay	3 – leather		
Jig	1 – style/type approved by property committee		
Jump ring	100		
Key ring	25		
Lacing	1 – 50 foot spool – leather		
Needle	3 – harness, stitching, sewing – 3" maximum		
Pattern	20		
Pencil	24 – colored; as approved by security		
Rawhide	1- leather – 25 feet x 3/8" – Remain in Hobby Shop		
Rings (metal)	10 – small (1"max) – [D] & [O] any combo – Large Rings Remain in Hobby Shop		
Ruler	1 – flexible plastic – 12" maximum		
Scissors	1 – 5" max length; 3" max blades w/ rounded tips; plastic handles		
Scrap Leather	1- one pound bag		
Storage container	1 – clear plastic – 6" x 12" x 2" max		
String (no twine)	520 foot total. May be on 2 spools. Nylon		
Tape	1 – roll; masking; 1/2 wide		
Template	1		
Thread	1 – four ounce spool		
Toolbox	1 – clear plastic only – 16" x 8" x 7" max		

AUTHORIZED PROPERTY/INVENTORY

Inmate: _____ Name _____ ID Number _____ / / Date _____

Staff Names (print): _____

Property/Hobby Items	Limits (maximum)/Description	Number in Possession	Condition (open, unopened, new, used)
Leather (Hobby Shop Only!)			
Bag snap/clasp	2 – packages of each		
Bar snap	12		
Bees wax	1 – 1" x 1" maximum		
Bolo blank/tip	12 – of each		
Book – reference	5 – pattern; included in the 15 authorized		
Buckle blank	5		
Center bar buckle	5 – ranger style with tips		
Concho, ring, snap, rivet	12 – of each		
Feather	2 – packages		
Grommet	12		
Horse tack	12 – bits, terrets, loops, [Ds],[Os], squares, etc-security approved		
Lace	6 – rolls		
Leather (rawhide)	20 – square feet of each		
Leather glue	1 – quart max – non-toxic, non-flammable		
Leather kit	2		
Needle	3 – lacing – 3" maximum		
Paint, dye & finish	1 – quart max – non-toxic, non-flammable		
Scissors	1 – 5" max length; 3" max blades w/ rounded tips; plastic handles		
Sheepskin	10 – square feet		
Snake skin	2		
Snap rivet	12		
Sponge	2 – 4" x 6" max		
String/thread (no twine)	2 – rolls of each; white cotton		
Tack	12		
Tape	1 – roll; ½ inch wide; light brown masking		
Tracing film	1 – roll or 10 sheets		
Velcro	15 feet		
Vinyl insert	10		
Zipper	5		

AUTHORIZED PROPERTY/INVENTORY

Inmate: _____ Name _____ ID Number _____ / / _____ Date _____

Staff Names (print): _____

Property/Hobby Items	Limits (maximum)/Description	Number in Possession	Condition (open, unopened, new, used)
Paper Weaving			
Construction paper	10 – sheets		
Eraser	3		
Felt	10 – sheets; 9" x 12" max		
Glue	1 – 16 oz. tube – nontoxic / nonflammable		
Origami paper stock	55 – sheets		
Paint	12 – acrylic; 2 oz. plastic containers		
Paint brush	10 – 8" long max – wood handle only		
Pencil	24 – colored; as approved by security		
Ruler	1 – plastic – 12" maximum		
Scissors	1 – 5" max length; 3" max blades w/ rounded tips; plastic handles		
Thread	1 – four ounce spool		
Velour paper	20 – sheets – 20" x 27" maximum		

AUTHORIZED PROPERTY/INVENTORY

Inmate: _____ Name _____ ID Number _____ / / _____ Date _____

Staff Names (print): _____

Property/Hobby Items	Limits (maximum)/Description	Number in Possession	Condition (open, unopened, new, used, etc)
Yarn/Crochet/Cross Stitch			
Reference and pattern book	5 total – included in 15 authorized		
Aida cloth	1 – 16" x 20" maximum		
Crochet/knitting needle	4 – plastic; six inch maximum (rounded only for male facilities)		
Doll parts	plastic; for 2 dolls		
Felt	10 – sheets; 9" x 12" max		
Glue	1 – 16oz. Tube – non-toxic, non-flammable		
Hoop	2 – wood – 14" diameter maximum		
Knitting loom	1 – plastic; 14" long max.		
Mesh	10 – plastic grid sheets – 12" x 18" max		
Music box mechanism	2		
Needle	3 – sewing – 2" maximum		
Needlepoint canvas	1 – 20" x 20" kit		
Ruler	1 – plastic – 12" maximum		
Scissors	1 – 5" max length; 3" max blades w/ rounded tips; plastic handles		
Sequin	4 – one ounce packages		
Stuffing	1 – bag		
Thread	15 – 8.7 yard skeins; floss		
Toolbox	1 – clear plastic only – 16"x8"x7" maximum		
Yarn	10 – skeins		

Inmate Signature: _____

Date: _____ / _____ / _____

Staff Signature: _____

Date: _____ / _____ / _____

Staff Signature: _____

Date: _____ / _____ / _____

Inmate: _____

Name

ID Number

_____ / _____ / _____

Date

Property/Commissary Items	Authorized	Number in Possession	Condition – (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Bedding & Linens			
Blankets – state issue	2		
Hand towel – state issue	1		
Mattress – state issue	1		
Pillow – state issue	1		
Pillow case – state issue	1		
Sheets – state issue	2		

Briefs – state issue	1 pair		
Scrubs – top and bottom – state issue	1 each		
Shoes – black; slip-on – state issue	1 pair		
Socks – state issue	1 pair		

Denture adhesive (issued to indigent)	1 box		
Hair brush – security approved – state issue	1		
Hair tie – no metal – state issue	1		
Soap – bar; ½oz. – state issue	1		
Toilet paper – roll – state issue	1		
Toothbrush – 4” max; blue; flexible – state issue	1		
Toothpaste – clear tube; 1½oz. – state issue	1		

Envelope – pre-stamped; regular (issued to indigent)	5		
Envelope – 10"x15" (issued to indigent)	3		
Envelope – plain (issued to indigent)	5		
Paper – (issued to indigent)	10 sheets		
Pen – flex – state issue	1		

Address book (if part of property prior to placement)	1		
Cup –Styrofoam – state issue	2		
Eyewear	Per HSR		
Legal papers – received while in PHC/Detention			
Personal letters – received while in PHC/Detention			
Ring – wedding (if worn when admitted to unit)	1		
Religious publication – state issue; per request	1		

Date: / /

Date: / /

Date: / /

MSP Locked Housing Units – Administrative Segregation Authorized Property/Inventory

Inmate: _____
Name
ID Number
/ /
Date

Staff Names (print): _____

Property/Commissary Items	Authorized	Number in Possession	Condition – (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Bedding & Linens			
Blankets – state issue	2		
Hand towel – state issue	1		
Mattress – state issue	1		
Pillow – state issue	1		
Pillow case – state issue	1		
Sheets – state issue	2		

Clothing & Footwear			
Briefs – state issue	1		
Cap – stocking; blue	1		
Scrubs – top and bottom – state issue	1 each		
Shoes – Velcro; slip-on	1 pair of either not both		
Shoes – black; slip-on – state issue			
Socks – state issue	1 pair		
Thermal bottom – state issue	1		
Thermal top – state issue	1		

Electronic			
Ear Buds – 3ft cord	1 of either not both		
Headphone – stereo; clear			
TV – 7" or 13" (only after 20 days clear conduct on the Ad Seg block)	1		
TV coax cable – 6 ft maximum	1		
Watch – clear; unisex; wrist; digital; no metal back	1		
Watch battery	1		

Hygiene & Health			
Antacid – generic	1 package		
Cough drops	1 bag		
Denture adhesive (issued to indigent)	1 box		
Dental floss – single use packet	10		
Deodorant - ½oz.; clear stick; no alcohol	1		
Eyewear	Per HSR		
Fiber tablets	1 bottle		
Hair brush – security approved – state issue	1		
Hair tie – no metal; state issue	1		
Lip balm – clear plastic tube	1		
Soap – ½oz. bar – state issue	1		
Toilet paper – roll – state issue	1		
Toothbrush – 4" max; blue; flexible – state issue	1		
Toothpaste – 1½oz.; clear tube; fluoride – state issue	1		
Vitamin – multiple; clear bottle	1		

MSP Locked Housing Units – Administrative Segregation Authorized Property/Inventory *(continued)*

Inmate: _____ / _____ / _____
Name ID Number Date

Staff Names (print): _____

Property/Commissary Items	Authorized	Number in Possession	Condition – (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Writing / Mailing / Stationary			
Card – birthday; sympathy; etc	5		
Envelope – pre-stamped; regular (5 issued to indigent)	15		
Envelope – 10"x15"; manila (3 issued to indigent)	3		
Envelope – plain white (5 issued to indigent)	15		
Paper– notebook/typing paper 100 sheets (10 sheets per week issued to indigent)	1 package/tablet		
Pen – flex – state issue	1		

Miscellaneous / General Items			
Address book	1		
Books – personal; includes religious	5		
Books – library – state owned	3		
Box – storage; cardboard; 24"x18"x18" – state issue	1		
Box – storage; cardboard; 2 cubic ft; for storing legal & hobby only – state issue	1		
Calendar – one page	1		
Cup – clear; non-insulated; with lid	2		
Cup – Styrofoam – state issue	2		
Chips – tortilla, plain	2		
Ear plugs	1 set		
Legal papers – current case only			
Magazines	3		
Newspapers	2		
Photographs	24		
Ring – wedding	1		

Religious Items			
Medallion / medicine bag – no metal, no chain or string	1		
Religious publications	part of the 5 limit		
Tarot Cards – deck; no nudity; for Wiccan faith only	1		

Hobby & Items (for AS2 only)			
Permit – Max art (must achieve AS2)	1		
Paper – 14"x11" sheet	10 sheets		
Pencils (colored & plain) – must be security approved	12		
Eraser	3		

Inmate Signature: _____

Date: / /

Staff Signature: _____

Date: / /

Staff Signature: _____

Date: / /

MSP Locked Housing Units – Max Custody Level 3 Authorized Property/Inventory

Inmate: _____ Name _____ ID Number _____ / / _____ Date

Staff Names (print): _____

Property / Commissary Items	Authorized	Number in Possession	Condition (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Bedding & Linens			
Blankets – state issue	2		
Hand towel – state issue	1		
Mattress – state issue	1		
Pillow – state issue	1		
Pillow case – state issue	1		
Sheets – state issue	2		

Clothing & Footwear			
Briefs – state issue	1		
Cap – stocking; blue	1		
Scrubs – top and bottom – state issue	1 of each		
Shoes – Velcro; slip-on	1 pair of either not both		
Shoes – black; slip-on – state issue			
Socks – state issue	1 pair		
Thermal bottom – state issue	1		
Thermal top – state issue	1		

Electronic			
Cord – headphone extension; 6 ft	1		
Ear Buds – 3ft cord	1 of either not both		
Headphone – clear; value must be less than \$30.00			
Razor – electric	1		
Razor head – electric replacement	1		
Three prong plug adapter	1		
TV – 7" or 13" – (remote only allowed for initial set up)	1		
TV coax cable – 6 foot maximum	1		
Watch – clear; unisex; wrist; digital; no metal back	1		
Watch battery	1		

Hygiene & Health			
Acetaminophen – 2 count packet	10 packets		
Antacid – generic	1 package		
Aspirin – 2 count packet	10 packets		
Cough drops	1 bag		
Dental floss – single use packet	10		
Denture adhesive – (issued to indigent)	1 box		
Deodorant – ½oz. clear stick; no alcohol	1		
Eyewear	Per HSR		
Eye drops – saline	1 bottle		
Fiber tablets	1 bottle		
Hair brush – security approved – state issue	1		
Hair tie – no metal – state issue	1		
Hemorrhoid crème – 2 oz. tube	1		
Hemorrhoid suppositories – 12 count package	1		
Hydrocortisone ointment – 1 oz. tube	1		
Ibuprofen – 2 count packet	10 packets		
Lip balm – clear plastic tube	1		
Soap – ½ oz. bar – state issue	1		
Toilet paper – roll – state issue	1		
Toothbrush – 4" max; blue; flexible – state issue	1		
Toothpaste – 1½ oz.; clear tube; fluoride – state issue	1		
Vitamin – multiple; clear plastic bottle	1		

MSP Locked Housing Units – Max Custody Level 3 Authorized Property/Inventory *(continued)*

Inmate: _____ Name _____ ID Number _____ / / _____ Date _____

Staff Names (print): _____

Property / Commissary Items	Authorized	Number in Possession	Condition – (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Food & Beverages			
Cookies – sandwich	1 package		
Chips – plain	2 packages		
Chips – tortilla, plain	combined		
Drink mix – fruit punch	1 pouch		
Drink mix – lemonade	1 pouch		
Drink mix – Tang powder; orange	1 package		
Sugar substitute	1 small box		

Writing / Mailing / Stationary			
Card – birthday; sympathy; etc	5		
Envelope – pre-stamped; regular (5 issued to indigent)	15		
Envelope – 10"x15"; manila (issued to indigent)	3		
Envelope – plain; white (5 issued to indigent)	15		
Paper – notebook (10 per week issued to indigent)	100 sheets		
Paper – typing	100 sheets		
Pen – clear; Bic; blue or black ink only	2		
Pen – flex (issued to indigent)	1		
Tablet – writing	2		
Typewriter ribbon cartridge	2		

Miscellaneous / General Items			
Address book	1		
Books – personal; includes religious	5		
Books – library – state owned	3		
Bowl – with lid	1		
Box – storage; cardboard; 2 cubic ft; for storing legal & hobby only – state issue	1		
Box – storage; cardboard; 24"x18"x18"; – state issue	1		
Calendar – one page	1		
Cards – pinochle; Bicycle	1 deck		
Cards – playing; Bicycle	1 deck		
Cup – clear; non-insulated; with lid	2		
Ear plugs	1		
Legal papers – current case only			
Magazines	3		
Newspapers	2		
Photographs	24		
Ring – wedding	1		

Religious Items			
Medallion / medicine bag – no metal; no chain or string	1		
Religious publications	Part of the 5 limit		
Tarot Cards – deck; no nudity; for Wiccan faith only	1		

Hobby & Items			
Permit – Max art (must have 3 months clear conduct)	1		
Paper – 14"x11" sheet	10 sheets		
Pencils (colored & plain) – must be security approved	12		
Eraser	3		

Inmate Signature: _____

Date: _____ / _____ / _____

Staff Signature: _____

Date: _____ / _____ / _____

Staff Signature: _____

Date: _____ / _____ / _____

MSP Locked Housing Units – SMI and Max Custody Levels 4 & 5 Authorized Property/Inventory

Inmate: _____	Name _____	ID Number _____	Date _____ / _____ / _____
Staff Names (print): _____			

Property/Commissary Items	Authorized	Number in Possession	Condition – (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Bedding & Linens			
Blankets – state issue	2		
Hand towel – state issue	1		
Mattress – state issue	1		
Pillow – state issue	1		
Pillow case – state issue	1		
Sheets – state issue	2		
Clothing & Footwear			
Boxer shorts – white	9 – any combination		
Briefs – white			
Cap – stocking; blue	1		
Shirt – Tee; white	9		
Shorts – gym; gray	1		
Shoes – Velcro; slip-on	1 pair		
Shoes – shower	1 pair		
Socks – white	9 pair		
Sweatpant – gray; no pockets	1		
Sweatshirt – gray; no hood or pockets	1		
Thermal bottom – one state issue	3		
Thermal top – one state issue	3		
Electronic			
Battery – AA or AAA	12 combined		
<u>Battery charger</u>	1		
Cord – headphone extension; 6 ft	1		
Ear Buds – 3ft cord	1		
<u>Game device</u> – small; clear; handheld; battery	1		
Headphone – stereo; clear	1		
MP3 player, radio, or clock radio; clear	1 (no combo)		
MP3 player AC power adapter	1		
MP3 player screen protector sheets (3-pack)	1 pack		
MP3 player protector cover	1		
Razor – electric	1		
Razor head – electric replacement	1		
TV – 7" or 13" (remote for initial setup only; not kept in cell)	1		
TV cable – coaxial; 6 foot maximum	1		
TV remote	1		
Three Prong Plug Adapter	1		1
<u>Voltage surge protector strip</u>	1		
Watch – unisex; wrist; digital; clear; no metal back	1		
Watch battery	1		
Hygiene & Health			
Acetaminophen – 2 count packet	10 packets		
Antacid – generic	1 package		
Antifungal crème – Tolnafatate; ½ ounce tube	1 tube		
Anti-gas tablets – Gas-X	1 package		
Aspirin – 2 count packet	10 packets		
Cough drops	1 bag		
Dental floss – single use packet	10		
Denture adhesive (issued to indigent)	1 box		
Deodorant - ½oz. clear stick; no alcohol	1		
Eyewear	Per HSR		
Eye drops – saline	1 bottle		
Fiber tablets	1 bottle		
Hair brush – security approved – state issue	1		
Hair tie – no metal – state issue	1		
Hemorrhoid crème – 2 oz. tube	1		
Hemorrhoid suppositories – 12 count package	1		
Hydrocortisone ointment – 1 oz. tube	1		
Ibuprofen – 2 count packet	10 packets		
Lip balm – clear plastic tube	1		
Mirror – shaving; acrylic; 6" x 4½"	1		
Nasal spray – Ocean	1 bottle		
Orajel - ¼ ounce	1		
Soap – ½oz. bar – state issue	1		
Toilet paper – roll – (1 state issue for indigent)	4		
Toothpaste – 1½ oz.; clear tube; fluoride - state issue	1		
Toothbrush – 4" max; blue; flexible – state issue	1		
Vitamin – multiple	1 bottle		

MSP Locked Housing Units – SMI and Max Custody Levels 4 & 5 Authorized Property/Inventory (continued)

Inmate: _____ Name _____ ID Number _____ / _____ Date _____

Staff Names (print): _____

Property/Commissary Items	Authorized	Number in Possession	Condition (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Food Items & Beverages			
Beef Stick	1 package		
Bread – wheat	1 loaf		
Bread – white			
Candy bag – Atomic Fire Balls	2 bags any combination		
Candy bag – Jolly Rancher; assorted			
Candy bag – licorice mix			
Candy bag – Saltwater Taffy			
Candy bag – M & M; plain			
Candy bag – sugar-free			
Candy bar – Big Hunk	5 bars – any combination		
Candy bar – Hershey's			
Candy bar – Milky Way			
Candy bar – Salted Nut Roll			
Candy bar – Snickers			
Cheese – squeeze tube; cheddar	1		
Cheese – squeeze tube; jalapeno	1		
Chips – Doritos; cool ranch	2 bags any combination		
Chips – Doritos; nacho cheese			
Chips – Frito's; Chili Cheese			
Chips – plain			
Chips – tortilla, plain			
Cheese puffs – plain			
Rice cakes			
Cocoa / hot chocolate – mix; 8 ounce bag	2		
Coffee – instant; decaffeinated	2 any combo		
Coffee – instant; regular			
Cookies – assorted	2 packages – any combination		
Cookies – chocolate chip			
Cookies – crème wafer; sugar free			
Cookies – fig bar			
Cookies – oatmeal raisin			
Cookies – sandwich			
Cracker – snack	1 box		
Crackers – saltine	1 box		
Drink mix – fruit punch	1 pouch		
Drink mix – Crystal Light – individual packets	1 box		
Drink mix – Gatorade	1 package		
Drink mix – lemonade	1 pouch		
Drink mix– Tang; powder; orange	1 package		
Granola bar – assorted	8		
Honey – squeeze	1		
Honey Buns	6		
Jelly – grape; sugar free; packet	20 combined		
Jelly – strawberry; sugar free; packet			
Jerky – Tub Of; five ounce	1		
Ketchup – packet	10		
Margarine – packet	10		
Mayonaise – packet	10		
Mustard – packet	10		
Nutty Bars	1 box		
Oatmeal – hot instant; assorted	1 box		
Peanut butter – creamy; packet	20		
Peanuts – dry roasted	1 pouch		
Pie – apple – 4 ounce	5		
Pie –cherry - 4 ounce	5		
Pop – four flavors; 20 ounce plastic bottle	8		
Sunflower seeds – without shells	1 package		
Pouch – chicken chunks	10 any combination		
Pouch – chili with beans; hot			
Pouch – refried beans; regular			
Pouch – mac & cheese			
Pouch – chili with beans; regular			
Pouch – tuna fish			
Pouch – beef stew			
Ramen – beef	10 any combination		
Ramen – chicken			
Ramen – chili			
Ramen – oriental			
Ramen – spicy vegetable			
Sausage – beef; summer – six ounce	1		
Sugar substitute	1 small box		
Tea bags – caffeine free; 10-12 bags / box	1 box		
Tea mix – instant; diet	1 pouch		
Tea mix – instant; regular	1 pouch		
Tortilla – flour	1 package		
Trail mix	2 packages		

Inmate: _____ / _____ / _____
Name ID Number Date

Staff Names (print): _____

Property/Commissary Items	Authorized	Number in Possession	Condition - (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Writing / Mailing / Stationary			
Card – birthday; sympathy; etc	5		
Envelope – pre-stamped; regular (5 issued to indigent)	15		
Envelope – manila; 10"x15" (issued to indigent)	3		
Envelope – regular (5 issued to indigent)	15		
Mailing tube	Mail out only		
Notebook – cardboard cover; glued binding	1		
Paper – notebook	100 sheets		
Pen – clear; Bic; blue or black	2		
Pen – flex (issued to indigent)	1		
Tablet – legal	2		
Tablet – writing	2		
Typing paper (10 per week issued to indigent)	100 sheets		
Typewriter ribbon cartridge	2		

Miscellaneous / General Items			
Address book	1		
Books – personal; includes religious	5		
Books – library - state issue	3		
Bowl – with lid	1		
Box – storage; cardboard; 24"x18"x18"; state issue	1		
Box - cardboard; 2 cubic ft; for legal & hobby storage only – state issue	1		
Calendar – one page	1		
Cards – pinochle; Bicycle	1 deck		
Cards – playing; Bicycle	1 deck		
Cup – clear; non-insulated; with lid	2		
Ear plugs	1		
Laundry soap - individual packets	5		
Legal papers – current case only			
Magazines	3		
Newspapers	2		
Photographs	24		
Ring – wedding	1		
Sewing kit - w/o scissors	1		

Religious Items			
Medallion/medicine bag-no chain, string, or metal	1		
Religious publications	Part of 5 limit		
Tarot Cards – deck: no nudity: for Wiccan faith only	1		

Hobby & Items			
Permit – Max art (with 3 months clear conduct)	1		
Paper - 14" x 11" sheets	10		
Pencils (colored and plain) - security approved	12 combined		
Eraser	3		

Date: / /

Date: / /

Date: / /

Inmate: _____ / _____ / _____
Name ID Number Date

Staff Names (print): _____

Property/Commissary Items	Authorized	Number in Possession	Condition - (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Bedding & Linens			
Blankets - state issue	2		
Hand towel – state issue	1		
Mattress - state issue	1		
Pillow - state issue	1		
Pillow case - state issue	1		
Sheets - state issue	2		

Clothing & Footwear			
Briefs - state issue	1		
Cap – stocking; blue	1		
Scrubs - top and bottom – state issue	1 each		
Shoes - black slip-on - state issue	1 pair of either		
Shoes – Velcro; slip-on	not both		
Socks – state issue	1 pair		
Thermal bottom - state issue	1		
Thermal top - state issue	1		

Electronic			
Ear Buds – 3ft cord	1 of either - not both		
Headphone – stereo; clear			
Three Prong Plug Adapter	1		
TV coax cable – 6 foot maximum	1		
Watch – unisex; wrist; digital; clear plastic; no metal back	1		
Watch battery	1		

Hygiene & Health			
Antacid - package	1		
Cough drops	1 bag		
Dental floss – single use packet	10		
Denture adhesive – (issued to indigent)	1		
Deodorant - ½oz; clear stick; no alcohol	1		
Fiber – tablets; clear plastic bottle	1		
Hairbrush – security approved – state issue	1		
Hair tie – no metal - state issue	1		
Lip balm – clear plastic tube	1		
Soap - ½oz bar - state issue	1		
Toilet paper – roll – state issue	1		
Toothbrush – 4" max; blue; flexible - state issue	1		
Toothpaste – clear tube: 1½oz. – state issue	1		

Writing / Mailing / Stationary			
Card – birthday; sympathy; etc	5		
Envelope – pre-stamped; regular (5 per week issued to indigent)	15		
Envelope – 10"x15"; manila (3 issued to indigent)	3		
Envelope – plain white (5 issued to indigent as needed)	15		
Paper – notebook/typing paper – 100 sheets (10 issued per week to indigent)	1 package		
Pen –flex - state issue	2		

MSP Locked Housing Units - Restricted Administrative Segregation Authorized Property/Inventory *(continued)*

Inmate: _____ / _____ / _____
Name ID Number Date

Staff Names (print): _____

Property/Commissary Items	Authorized	Number in Possession	Condition - (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Miscellaneous / General Items			
Address book	1		
Books – personal; soft cover only	5		
Books – library; soft cover only - state owned	3		
Box - for storage ; cardboard; 24"x18"x18"; - state issue	1		
Calendar – one page	1		
Cup – clear; non-insulated; with lid	2		
Cup – styrofoam - state issue	2		
Ear plugs	1		
Eye wear	Per HSR		
Legal papers - current case only			
Magazines	3		
Newspapers	2		
Personal letters			
Photographs	24		
Ring – wedding	1		

Religious Items			
Medallion/medicine bag – small; no chain, string, or metal	1		
Religious publications – soft cover only	Part of 5 limit		
Tarot Cards – deck; no nudity; for Wiccan faith only	1		

Inmate Signature: _____

Date: / /

Staff Signature: _____

Date: / /

Staff Signature: _____

Date: / /

WAIVER OF LIABILITY FORM (PERSONAL PROPERTY)

- ☐ I have received, checked, and accept all my property as listed on the attached Property Inventory Form. Nothing is missing or damaged.

Inmate signature and ID number: _____ Date: _____

Witness: _____ Date: _____

- ☐ I claim the following items on the Property Inventory Form are missing or damaged. _____

Inmate signature and ID number: _____ Date: _____

Witness: _____
(print name) (sign name)

- ☐ Inmate refused to check one of the two options and/or sign this waiver.

Witness: _____
(print name) (sign name)

Copies To:

White and Yellow: Property Office

Pink: Inmate

Gold: Unit CS

**ADDITIONAL PERSONAL PROPERTY ITEMS
ALLOWED FOR INMATES LIVING AT THE WORK AND REENTRY CENTER**

Inmates living at the Work and Reentry Center (WRC) are authorized to purchase additional personal property items.

1. The items will be ordered through the Montana Correctional Enterprise (MCE) accounting office, and may be in addition to personal property items allowed in *MSP 4.1.3, Inmate Personal Property*. The list will indicate by an asterisk and explanation after the item if the item listed is in conjunction with the personal property item, or with no mark if the item is in addition to the personal property items listing.
2. MCE Accounting staff will coordinate the sale, inmate payment and delivery of these items.
3. Prior to issuance to the inmate, MCE accounting staff will mark the items sold with the inmate's name and identification number.
4. It is solely the inmate's responsibility to store and care for the additional personal property items. When the items are not being worn or used, they must be stored at the WRC in the respective lockers or rooms, or an approved work location.
5. MSP and MCE are not responsible for theft or loss of the additional personal property items. It is the inmate's responsibility to ensure that the items are stored and secured properly.
6. Inmates who work primarily at inside work locations, such as Food Factory, Canteen, Cannery and Warehouse, will only be allowed to wear to work outerwear that includes coat, hat and gloves. The inmates will be checked by their supervisors prior to getting on the bus. Leather belts and work shoes and boots are not considered outerwear and are approved for all work locations.
7. If an inmate is removed from his work assignment, he has fifteen (15) days to mail out the personal property items he possesses from this list. Unit staff will gather and inventory the additional personal property items in the WRC and coordinate with the work supervisor who will gather and inventory all items at the approved work location and return them to the WRC unit staff. The items will then be forwarded to the MSP Property Office by unit staff. The items that are not mailed out will be seized as contraband and will be processed in accordance with *MSP 3.1.17B, Contraband Control*.
8. Footwear purchases from the list that are more than \$100 will require an advance payment of one-half of the purchase price before the footwear will be ordered. Split payments on any other item aren't allowed.
 - Overshoes – 1 pair
 - Winter Pac Boots – 1 pair
 - Knee or irrigation boots – 1 pair
 - Cowboy or work boots (includes hiker and anti-skid soled shoes) – 2 pairs ** *Two pairs in any combination are the total number of work boots and work shoes that are allowed. This is in addition to the number allowed per MSP 4.1.3.*
 - Gloves and mittens – 3 pairs
 - Coats – 3 ** *This number includes the prison issued coat.*
 - Coveralls, bibs, and overalls [color Carhartt brown duck] – 2 pairs
 - Vest (Carhartt brown duck) – 1
 - Water container – 2 quart – 1
 - Stanley thermos – 1 quart – 1
 - Scotch or engineer cap (navy blue) – 1
 - Rain coat and pants (yellow) – a pair
 - Leather belt with D-ring buckle – 1
 - Neck gaiter (navy blue) - 1

Note: Although denim jeans and work shirts are not inmate personal property, state issued and state laundry patched or repaired jeans and state issued long sleeved work shirts will be allowed at the WRC.

